

MINUTES of Pembrey and Burry Port Town Council
Finance Committee Meeting

Thursday 12th October 2017

Present: Chair Cllr John James Cllrs Mrs Amanda Fox and Mrs Mary Wenman.

Officers: Mrs Melanie Carroll-Cliffe (Town Clerk), Alan Howells (RFO).

(Burry Port Memorial Hall, Meeting room, Burry Port 9.30am – 10.25am)

1. Personal Matters

Apologies were received from Cllrs David Owens (Mayor), Geraint Davies and Stephen James.

2. To receive Members declarations of interest

Members confirmed their usual declarations of interest.

3. To confirm the minutes of the meeting held on Tuesday 11th July 2017

The Committee approved the minutes of the meeting as a true record.

4. To consider any matters arising from the minutes

P1 Matters arising – Outstanding issues relating to Pembrey Memorial Hall

The Clerk noted that she had received a response from Jonathan Fearn which indicated that there were no outstanding maintenance issues from the County Council. However, if we think otherwise to come back to him.

Following discussion on this it **AGREED** to refer this matter back to the Facilities Management Committee to consider and that the Clerk would request that the operational staff would monitor the premises.

ACTION: Town Clerk

P2 Budget Monitoring - Footways Lighting

The Clerk noted that this issue had been discussed at the last Facilities Management Committee and it was resolved that the Clerk would meet with Cllr John H Jones to discuss a way forward. In the meantime it was resolved that the 2017-18 invoice would not be paid until this is progressed.

ACTION: Town Clerk

P 11.1 Minute secretary

In response to a query by Cllr Mrs Mary Wenman regarding the working days of the Minute Secretary, the Clerk noted these had been scheduled to correspond with days when meetings are held.

P 11.2 Cleaning of Facilities

Cllr. Mrs Mary Wenman queried the cleanliness regime for the kitchen in the OAP, as the fridge did not appear clean, either due to the age of the fridge or items left by organisations.

Following discussion on this it was AGREED that hiring organisations be required to review and label their items and the condition of the fridge be REFERRED to Facilities Management Committee to review and replace the equipment, if required.

Cllr. Wenman also requested that boxes could be used to store cutlery in the Memorial Hall. The Clerk noted that she would action this.

ACTION: Town Clerk

P12. Any other business – Recycling facilities

Cllr. Mrs Mary Wenman queried whether the request for recycling facilities had been actioned. The Clerk noted that a recycling bin for cardboards had been arranged with Cwm Environmental, as part of the Trade waste arrangements.

Cllr. Wenman also requested the light bulbs recycling could be included as part of the “bring site” in the Town. As this facility is the responsibility of the County Council it was requested that the County Councillors take this issue.

ACTION: County Councillors

P7. Upgrade of IT systems

The RFO noted that the virement agreed in the last meeting had been actioned.

However, there were still some outstanding IT issues with the new Cemetery software system, which the County Council’s IT section were pursuing with the software company.

5. Outstanding Invoices

The RFO provided an update in relation to outstanding invoices.

Most outstanding invoices from the last meeting, including the Historic Society invoice, had been paid.

There was only one new outstanding invoice, for the hire of Pembrey Memorial Hall, which would be pursued.

The RFO again noted that the outstanding invoice for the Explorers had been passed to the Area Office to resolve.

The Burry Port County Councillors would pursue the issue of a future SLA for the Remembrance Gardens with the CCC Grounds Maintenance Manager.

ACTION: County Councillors / Town Clerk

6. Financial half year review of budgets of the four Standing Committees

The RFO presented an up to date review report of income and expenditure for each of the committees and projection of areas for over or underspend.

Issues queried and discussed were:

Hall & Institute - Building refurbishment loan – Cllr John James queried when this would be actioned. The Clerk noted that Facilities Management Committee was reviewing priorities

following an audit of each premises. The Committee RECOMMENDED that this issue be referred back the Facilities Management Committee to progress.

Copperworks – Rates – Following discussion on the revaluations on the premises the Committee RECOMMENDED that an appeal be submitted to the County Council/Revaluation office.

Special Projects – MUGA – In response to a query from Cllr Mrs Mary Wenman regarding progress on repairs to the basket swing, the Clerk noted that this was out for repair.

Cllr Mrs Mary Wenman queried the inspection and cleaning regime for the MUGA area. The Clerk noted that visual inspections are undertaken on a twice weekly basis and that cleaning is undertaken on a regular basis. The Clerk invited Cllr Mrs Mary Wenman to a site meeting with the operation team to review the facility.

ACTION: Cllr Mrs Mary Wenman / Town Clerk

Budget Strategy

The RFO presented a budget strategy report in preparation for the 2018/19 budget. This included assumptions for income, expenditure and inflation. It also noted the timetable for the budget process and actions required by each committee and the Town Council.

Following discussion on this it was AGREED that the report be presented to the next Town Council meeting, with working papers presented to each committee in the next month.

ACTION: RFO / Town Clerk

7. To consider the hire charges for the rental of the Town Council’s facilities, with a view to making a recommendation to the Fees and Charges Sub-Committee on how these charges can be made more competitive.

Cllr. John James noted that he had a number of queries from local organisations regarding the level of hire charges for room rentals of the Council’s premises.

The Clerk noted that the levels of hire charges are reviewed annually by the Fees and Charges sub-committee, which is a sub group of the Facilities Management Committee, as part of the budget setting process.

Cllr. James suggested that a revision of hire charges or that additional cost charges be removed for local organisations be considered. He requested that his concerns be forwarded to the Committee and sub-committee for consideration. This proposal was AGREED by the Committee.

ACTION: Town Clerk

8. To consider a recommendation from the Facilities Management Committee meeting of 5th October 2017 in relation to the purchase of additional equipment for the cemetery.

The Clerk deferred to a recommendation from the last Facilities Management Committee meeting in relation to the purchase of additional equipment for the cemetery. These included a mower (£942), strimmer (£550) and shoring equipment and matting (£2,916) required for health and safety.

The RFO noted that there is an earmarked reserve for replacement equipment, which could be used to partly fund these items.

Following discussion, the Committee **APPROVED** the expenditure and it was RECOMMENDED that the earmarked Replacement Reserve be used to partly fund the new equipment, with the balance referred back to Facilities Management Committee to fund from existing budgets.

ACTION: RFO / Town Clerk

9. To consider a recommendation from the Facilities Management Committee meeting of 5th October 2017 to complete the silhouettes in the Memorial Gardens with identical backings

The Clerk deferred to a recommendation from the last Facilities Management Committee meeting in relation to the purchase of backings to the silhouettes (£1,000) in the Memorial Gardens.

Following discussion, the Committee **APPROVED** the expenditure and it was RECOMMENDED that the issue be referred to Regeneration and Community Services Committee to consider funding from the Wales in Bloom budget. If this would not be possible then it was RECOMMENDED that the expenditure be funded by a virement from General Reserves.

ACTION: RFO / Town Clerk

10. To consider any referred matters from the other Committees.

The Clerk noted an urgent item which would normally be referred to the Facilities Management Committee, but was presented to the Finance Committee as an emergency item. She noted that a new oil tank was required for Pembrey Memorial Hall, as the existing one had a split in it.

Two quotes had been received for a replacement, which were presented to the meeting. Following discussion on these it was RECOMMENDED that the lowest quote be accepted and that the purchase be proceeded with, following consultation with the Chair of the Facilities Management Committee. As this is an emergency requirement it was RECOMMENDED that the expenditure be funded by a virement from General Reserves.

ACTION: Town Clerk

Cllr Mrs Mary Wenman also requested that a review be undertaken of the heating systems at Burry Port Memorial Hall and Institute.

Following discussion, it was RECOMMENDED that this issue be referred to the Facilities Management Committee for consideration.

ACTION: Town Clerk